



SAMPLE EMAILS: Mandela Washington Fellowship Events

The following email templates can be copy/pasted and edited for your upcoming Mandela Washington Fellowship events. The location/date specifics have been highlighted in yellow so they can easily be customized for any event.

- Event Invite email
- RSVP Confirmation email
- RSVP Non-Confirmation email
- Follow-up post event email

Sample YALI Network Invite Email for an Event: A MWF Information Session

Target Segment: Female YALI Network members in Kigali

Subject Line: Register for 2017 Mandela Washington Fellowship Information Session!

"From" Line: U.S. Embassy Kigali

Email Body:

Dear <first name will be inserted automatically>,

The application period for the 2017 Mandela Washington Fellowship will open on September 21, and we hope to see a lot of candidates from Rwanda! Please visit yali.state.gov/apply to view the eligibility information and selection criteria as well as access the application.

If you are thinking about applying and have any questions, we invite you to join us for an information session at the U.S. Embassy in Kigali. Embassy staff will be available to answer any questions you might have about the application process. We also will have Mandela Washington Fellowship alumni from Rwanda who can speak about their experience.

Purpose: Mandela Washington Fellowship application information session (application open house, Q&A with Fellows, etc)

Date: Tuesday, October 11

Time: 18:00-20:00

Location: U.S. Embassy in Kigali

Space is limited, so please RSVP if you would like to attend.

Please RSVP by October 7th

You will receive an email confirmation with more information if you are selected to attend. Refreshments will/will not be served. Travel and lodging expenses will not be reimbursed.

We hope to see you at the information session!

Sincerely,

U.S. Embassy Kigali



Sample Event Confirmation Email for an MWF Information Session

Target Segment: YALI Network members selected to attend the information session or other event

Subject Line: RSVP confirmed: Application Information Session on Oct. 11

"From" Line: U.S. Embassy Kigali Email

Body:

Dear YALI Network member,

U.S. Embassy Kigali is happy to confirm your participation in the Mandela Washington Fellowship Information Session in Kigali on **Tuesday, October 11th from 18:00-20:00.**

If you are no longer able to attend, please let us know so that we can share this opportunity with others.

Where: U.S. Embassy, Information Resource Center 2657 Avenue de la Gendarmerie (Kacyiru)

When: Please arrive by 17:30 for screening and networking before the 18:00 start time.

What to bring: A form of identification and something to take notes on. You cannot bring in electronic devices to the Embassy, so please do not bring them with you.

As a reminder, we cannot reimburse for transportation costs. Please do not invite others to attend with you - only those on the list will be allowed to enter. We look forward to seeing you at the workshop!

Sincerely,

U.S. Embassy Kigali

Sample Event Non-Confirmation Email for an MWF Information Session

Target Segment: YALI Network members selected to attend the information session or other event

Subject Line: Event capacity reached: Application Information Session

"From" Line: U.S. Embassy Kigali

Email Body:

Dear YALI Network member,

Thank you for your interest in attending our Mandela Washington Fellowship Information Session. Unfortunately, the event capacity has been reached and we will not be able to accommodate your request.

If we are able to host another event, you will receive another invitation to RSVP. For more information on the Fellowship, please visit yali.state.gov/apply.



For application tips and more, make sure you're following the YALI Network on Facebook at facebook.com/YALINetwork. The U.S. Embassy is also on Facebook at [Facebook.com/](https://facebook.com/).

Sincerely,

U.S. Embassy [Kigali](#)

Sample Event Follow-up Email for an MWF Information Session

Target Segment: YALI Network members who attended the event

Subject Line: Thanks for attending the Mandela Washington Fellowship application information session

"From" Line: [U.S. Embassy Kigali](#)

Email Body:

Dear YALI Network member,

Thank you for attending the U.S. Embassy's Mandela Washington Fellowship Information Session! We hope the networking opportunities, application information and Q&A with Fellowship alumni will prove valuable as you complete your application.

As a reminder, **the application period closes on October 26th at 11:59pm** EDT. Be sure to get started on your application early! Everything you need to get started is at yali.state.gov/apply.

For application tips and more, make sure you're following the YALI Network on Facebook at facebook.com/YALINetwork. The U.S. Embassy is also on Facebook at [Facebook.com/](https://facebook.com/).

Please continue to stay engaged with the YALI Network and U.S. Embassy [Kigali](#) after the application period ends for more event invitations, free online courses and other chances to network and engage with one another.

Best of luck on your application!

U.S. Embassy [Kigali](#)